

REQUEST FOR PROPOSAL (RFP)
ACCOMMODATIONS SERVICES DURING
OP DISTINCTION 2018
for the DEPARTMENT OF NATIONAL DEFENCE (DND)

Bid Solicitation Number: W8484-189200/A

Submit Proposals by email to Adele van der Starren

Email to: adele.vanderstarren@forces.gc.ca

(DND will confirm receipt of proposal)

Submit Inquiries by email to adele.vanderstarren@forces.gc.ca

RFP Closing Time and Date: 11:00 EDT on 23 April 2018

(All proposals must be received by DND by the RFP Closing Time and Date)

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SECURITY REQUIREMENTS	3
1.3 STATEMENT OF WORK.....	3
1.4 DEBRIEFINGS.....	3
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS	4
2.3 ENQUIRIES - BID SOLICITATION.....	4
2.4 APPLICABLE LAWS.....	4
PART 3 - BID PREPARATION INSTRUCTIONS	4
3.1 BID PREPARATION INSTRUCTIONS	4
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION	8
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	9
5.1 CERTIFICATIONS REQUIRED WITH THE BID	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	10
PART 6 - RESULTING CONTRACT CLAUSES	10
6.1 SECURITY REQUIREMENTS	10
6.2 STATEMENT OF WORK.....	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	10
6.4 TERM OF CONTRACT	11
6.5 AUTHORITIES	11
6.6 PAYMENT	12
6.7 INVOICING INSTRUCTIONS	13
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	13
6.9 APPLICABLE LAWS.....	13
6.10 PRIORITY OF DOCUMENTS	13
6.11 DEFENCE CONTRACT	13
6.12 INSURANCE	13
ANNEX "A" - STATEMENT OF WORK	14
ANNEX "B" - BASIS OF PAYMENT	18

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

1.2 Security Requirements

This requirement is Unclassified and there is no security association with this requirement.

1.3 Statement of Work

The Canadian Armed Forces (CAF) will conduct Op DISTINCTION events to commemorate the 100th Anniversary of the End of the First World War in November 2018. The CAF will require accommodations and services for the duration of these events. These services will be required from 02 to 15 November 2018.

The Work to be performed is detailed under Annex A.

1.4 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The **2003** 2016-04-27 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

Section 02, Procurement Business Number is deleted in its entirety.

Section 05, Submission of Bids – Subsection 3 is deleted.

Section 20, Further Information is deleted in its entirety.

2.2 Submission of Bids

Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid, one (1) soft copy by email.

Section II: Financial Bid, one (1) soft copy my email.

Section III: Certifications, one (1) soft copy by email.

Section IV: Additional Information, one (1) soft copy by email.

Individual e-mails exceeding five (5) megabytes in size, or those including other factors such as embedded files, macros and/or links, may be rejected by the Department of National Defence (DND) e-mail system and/or firewall(s) without notice to the Bidder or Procurement Authority. Larger bids may be

submitted through more than one e-mail. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that their entire bid submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing time and date to submit their bid and for DND to confirm receipt. Bid documents received after the closing time and date will not be accepted.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders financial bid must include at a minimum the information requirements contained in the table below.

Unit Price: The firm unit price must be quoted in Euros.

The total amount of Applicable Taxes must be shown separately (for contractual purposes only)

For each hotel offered, the bidder must provide the following information:

Name and Address of Hotel:									
Date Check-in and Check-out	# of Nights (A)	Single Occupancy Rooms (1 bed)			Multiple Occupancy Rooms (2 or more beds)			Total cost for Single rooms (A*B*C)	Total cost for Multiple rooms (A*D*E)
		Nightly Price (B)	# of Rooms (C)	Total # of Persons	Nightly Price (D)	# of Rooms (E)	Total # of Persons		
Group 1 02 to 15 Nov 2018	13								
Group 2 03 to 14 Nov 2018	11								
Group 3 03 to 15 Nov 2018	12								
Group 4 04 to 14 Nov 2018	10								
Cost of hot breakfast (per person/per day): (only if not already included in the rates above)									

Parking Rates (if applicable)					
Date	Requirement	Daily Rate per vehicle (A)	Quantity (B)	Number of days (C)	Total cost for parking (A*B*C)
02 to 15 Nov 2018	Group 1 1 x 12 passenger van 1 x sedan			14	
03 to 14 Nov 2018	Group 2 4 x sedans			12	
03 to 15 Nov 2018	Group 3 3 x SUVs			13	
04 to 14 Nov 2018	Group 4 2 x 9 passenger van 1 x sedan			11	

Meeting and Storage Rooms (if applicable)					
Date	Requirement	Daily Rate (A)	Quantity (B)	Number of days (C)	Total cost for meeting room (A*B*C)
03 to 14 Nov 2018	Small Meeting Room		1	12	
5 OR 6 Nov 2018	Large Meeting Room		1	1	
04 to 14 Nov 2018	Storage Room		1	11	

Tax Rate Accommodations: _____

Tax Rate Parking: _____

Tax Rate Meeting Rooms: _____

Tax Rate Storage Room: _____

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

3.1.2 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

3.1.2.1 As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

3.1.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Each bidder may bid to accommodate the requirement in whole or in part and may offer more than one hotel as part of their bid.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

MT1. All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

Bids not meeting these mandatory technical criteria will be declared non-responsive.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Evaluation of Price

Evaluation of Price

The price of the bid will be evaluated in Euros.

Only the cost of the accommodations and meals will be evaluated. Parking, meeting room, and storage room rates are not being evaluated.

If the cost of the mandatory hot breakfast is listed as a separate cost, it will be added to the Room Rate for both evaluation purposes and contractual purposes.

For each hotel offered, the bidder must provide the following information:

Name and Address of Hotel:									
Date Check-in and Check-out	# of Nights (A)	Single Occupancy Rooms (1 bed)			Multiple Occupancy Rooms (2 or more beds)			Total cost for Single rooms (A*B*C)	Total cost for Multiple rooms (A*D*E)
		Nightly Price (B)	# of Rooms (C)	Total # of Persons	Nightly Price (D)	# of Rooms (E)	Total # of Persons		
Group 1 02 to 15 Nov 2018	13								
Group 2 03 to 14 Nov 2018	11								
Group 3 03 to 15 Nov 2018	12								
Group 4 04 to 14 Nov 2018	10								
Cost of hot breakfast (per person/per day): (only if not already included in the rates above)									

Bidder must complete Annex B following the instructions provided within the Annex.

4.2 Basis of Selection

4.2.1 SACC Manual Clause A0069T (2007-05-25), Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price that meets the criteria in paragraph 4.2.2. will be recommended for award of a contract.

In order to determine lowest evaluated price, each bid will be broken down into a per person cost.

Breakdown of per person cost = (Single Occupancy Room Cost x Number of Single Occupancy Rooms) + (Double Occupancy Room Cost x Number of Double Occupancy Room) / (Number of Single Occupancy Guests + Number of Double Occupancy Guests)

For example:

Bidder A:

HOTEL A

12 Single Occupancy Rooms at 80 EUR/night (12 Guests)

60 Double Occupancy Rooms at 95 EUR/night (120 Guests)

HOTEL B

20 Single Occupancy Rooms at 85 EUR/night (20 Guests)

15 Double Occupancy Rooms at 105 EUR/night (30 Guests)

Per Person Cost = (80 EUR x 12) + (95 EUR x 60) + (85 EUR x 20) + (105 EUR x 15) / (12+120 + 20 + 30) = 54.59 EUR

In order to reflect the value of concentrating the CAF contingent in as few locations as close to the operational area as possible, calculations will apply to the room rates as bid, for evaluation purposes only, to establish the lowest evaluated price.

Note that any adjustments are for comparison purposes only. Contractual rates will remain as bid.

All hotels must accommodate at minimum 50 persons to be considered for bid.

Any hotel that can accommodate 76 to 100 persons will be discounted 20% for comparison purposes only.

Any hotel that can accommodate 101 to 150 persons will be discounted 35% for comparison purposes only.

Any hotel that can accommodate 151 or more persons will be discounted 50% for comparison purposes only.

Awarding of Multiple Contracts:

(a) Contracts will be awarded to successful bidders in order of lowest evaluated price, until all requirements are fulfilled.

(b) For each Contract, to fulfill the room requirements, once the minimum of single occupancy rooms as per the requirement has been allocated, all the available double occupancy rooms will be allocated prior to allocating single occupancy rooms.

(c) Group 1 rooms, Group 2 rooms, Group 3 rooms, parking, and the small meeting room must all be located at the same hotel.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Canadian Armed Forces (CAF) will conduct Op DISTINCTION events to commemorate the 100th Anniversary of the End of the First World War in November 2018. The CAF will require accommodations and services for the duration of these events. These services will be required from 02 to 15 November 2018.

The Work to be performed is detailed under Annex A.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C 2016-04-04, General Conditions - Services (Medium Complexity) apply to and form part of the Contract, with the following modification:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of the Contract to 15 December 2018, inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional seven (7) day period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

To be inserted at contract award.

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Public Works and Government Services Canada

Acquisitions Branch

Directorate: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

The Contractor has identified the following individual as its representative for administrative matters relating to the Contract.

Contractor Representative's Contact Information.

Name: _____
Title: _____

Telephone: ____-____-____
Facsimile: ____-____-____
E-mail: _____

6.6 Payment

6.6.1 Basis of Payment

The Contractor will be paid in accordance with Annex B - Basis of Payment, to a maximum of EUR _____ (amount to be inserted at contract award).

6.6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____ EUR. Customs duties are included and Applicable Taxes are extra.

6.6.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada; and
- c. the Work delivered has been accepted by Canada.

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (c) the general conditions 2010C 216-04-04;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment; and
- (f) the Contractor's bid dated _____

6.11 Defence Contract

SACC *Manual* clause [A9006C](#) 2012-07-016 Defence Contract

6.12 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

ANNEX "A" - STATEMENT OF WORK

1. Scope

1.1. Purpose

The Canadian Armed Forces (CAF) requires contracted support for Hotel Accommodations within a 40 kilometer radius of SHAPE Headquarters, Mons, Belgium, from 02 to 15 November 2018.

1.2. Background

The Canadian Armed Forces (CAF) will conduct Op DISTINCTION events to commemorate the 100th Anniversary of the End of the First World War in Belgium November 2018.

1.3 Terminology

- a. A single occupancy room means at least one bed (single or larger);
- b. A multiple occupancy room means two or more separate beds (single or larger); and
- c. Incidentals are defined as:
 - Telephone charges;
 - Food and beverage charges;
 - Minibar charges;
 - Charges for damages; and
 - Other incidentals a CAF member can accrue personally.

2. Requirements

2.1. Tasks

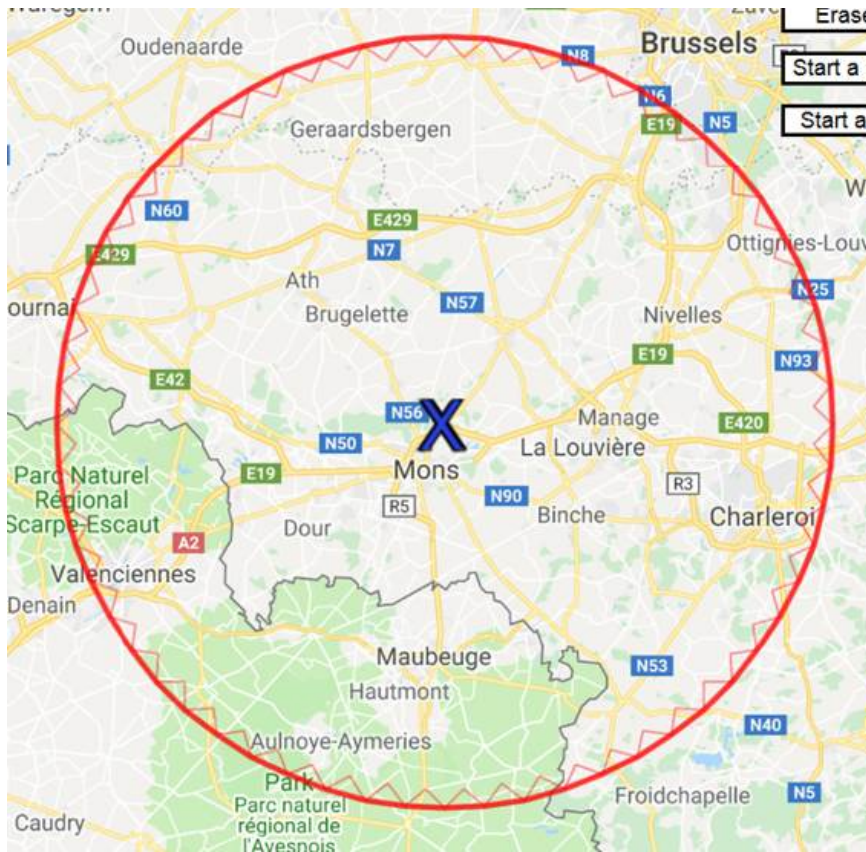
The Contractor must provide hotel accommodations for up to 197 CAF members during the period 02 to 15 November 2018.

Multiple contracts may be awarded in order to fulfill the entirety of the requirement. However, Group 1 rooms, Group 2 rooms, Group 3 rooms, the small meeting room, and the parking must all be located at the same hotel.

2.2. Technical Requirements

The requirements detailed below are the minimum requirements. The Contractor may provide alternatives that exceed these requirements.

- 2.2.1. All contracted facilities must be located no more than a 40 kilometer radius from the front gate of SHAPE Headquarters in Mons, Belgium, according to Google Maps (www.google.ca/maps), specifically 50.496992, 3.982099. (See Map)



2.2.2. Hotel must provide 197 bed spaces using single and multiple occupancy rooms for the required dates as detailed in table 2.2.3.;

2.2.3. Total Room Requirement:

Group	Number of Bed Spaces	Single Occupancy Rooms (1 bed)	Multiple Occupancy Rooms (2 or more beds)	Check In date	Check Out Date
Group 1	3	3	0	November 2, 2018	November 15, 2018
Group 2	9	9	0	November 3, 2018	November 14, 2018
Group 3	7	5	For 2 persons	November 3, 2018	November 15, 2018
Group 4	178	28	For 150 persons	November 4, 2018	November 14, 2018
TOTAL	197	45	For 152 persons	Various	Various

- 2.2.4. All rooms must be non-smoking;
- 2.2.5. All rooms must have a private bathroom with a minimum of toilet, sink, and shower;
- 2.2.6. A key for each person occupying a room;
- 2.2.7. The hotel must include a hot breakfast (North American style) or buffet served between hours 06:00-08:00hrs. North American Style Breakfast or buffet to include: juice, fruit, breakfast entrée, breakfast meat or alternative, cheese or yogurt, two fruit options, breakfast starch, breakfast vegetable, bread product, coffee and tea, condiments/preserves;
- 2.2.8. General room cleaning service must be performed on a daily basis;
- 2.2.9. Fresh towel service, shampoo and soaps sufficient for the number of personnel in each room must be provided on a daily basis;
- 2.2.10. Rooms must have Wi-Fi access;
- 2.2.11. There must be a loading zone within one hundred meters (100m) of the main entrance to allow for loading-unloading of 1 x 60 passenger bus, or 2 x passenger buses if more than 60 personnel are accommodated. The loading zone must also allow for the loading-unloading of a baggage truck, with a cargo hold of up to fifty cubic meters (50m³);
- 2.2.12. The CAF will require parking spaces. The parking spaces must meet the following criteria:
- a. Be located within three hundred (300) meters of the accommodations where Group 1, Group 2, and Group 3 are lodged; and
 - b. Accommodate the following vehicles:
 - i) Group 1 – 02 to 15 Nov 2018:
 - i. 1 x 12 passenger van;
 - ii. 1 x sedan;
 - ii) Group 2 – 03 to 14 November 2018:
 - i. 4 x sedans;
 - iii) Group 3 – 03 to 15 November 2018:
 - i. 3 x SUVs;
 - iv) Group 4 – 04 to 14 November 2018:
 - i. 2 x 9 passenger vans; and
 - ii. 1 x sedan.
- 2.2.13. The CAF will require the use of a meeting room that can accommodate 20 people. The meeting room must meet the following criteria:
- a. Be located in the accommodations where Group 1, Group 2, and Group 3 are lodged;
 - b. Be available for the exclusive use of the CAF from 3 to 14 November, 2018;
 - c. Have boardroom seating; and
 - d. Have Wi-Fi access.
- 2.2.14. The CAF will require the one-time use of a large room that can accommodate 197 people. The large room must meet the following criteria:
- a. Be available for the exclusive use of the CAF on 5 or 6 November 2018. (This date will be confirmed no later than 1 October 2018);
 - b. Have a projector, screen, and wiring hook-ups for personal laptop; and
 - c. Have seating available.
- 2.2.15. Storage Room. The CAF will require the use of one (1) storage room for musical instruments. The storage room must meet the following criteria:
- a. Be available for the exclusive use of the CAF from 4 to 14 November 2018;
 - b. Have a total cleared floor space of at least 7m x 7m;
 - c. Have a secure access; and
 - d. Is dry and climate controlled.

2.3. Constraints

2.3.1. Personnel shall not be relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue.

2.3.2. The successful bidder(s) must provide early check-in and late check-out as required to accommodate flight times and/or changes. If not feasible, in lieu of early-in or late-check-out, a luggage storage area must be provided on request.

2.4. CAF Responsibilities

2.4.1. The CAF Technical Authority will be responsible to provide a list of the names of the personnel staying in the accommodation at least five days prior to the occupancy dates.

2.5. Contractor Responsibilities

2.5.1. The Contractor must designate an on-site Point of Contact (POC), proficient in English or French, to provide customer service on a twenty-four (24) hour basis, seven (7) days per week.

3. Deliverables

The Contractor must provide the services detailed in 2.1 and 2.2 of this SOW.

ANNEX "B" - BASIS OF PAYMENT

The Bidder must provide accommodations services in accordance with Annex A – Statement of Work.

Basis of payment will be firm fixed rate for the duration of the contract.

Applicable taxes are extra.

Nightly price of rooms include the cost of the provided breakfast per person.

All prices are in EUROS.

ACCOMMODATIONS

Name of Facility: _____

Date Check-in and Check-out	# of Nights (A)	Single Occupancy Rooms (1 bed)			Multiple Occupancy Rooms (2 or more beds)			Total cost for Single rooms (A*B*C)	Total cost for Multiple rooms (A*D*E)
		Nightly Price (B)	# of Rooms (C)	Total # of Persons	Nightly Price (D)	# of Rooms (E)	Total # of Persons		
Group 1 02 to 15 Nov 2018	13								
Group 2 03 to 14 Nov 2018	11								
Group 3 03 to 15 Nov 2018	12								
Group 4 04 to 14 Nov 2018	10								

Total Estimated Taxes: _____

Total Cost Accommodations: _____

PARKING (if applicable)

Name of Facility: _____

Parking Rates (if applicable)					
Date	Requirement	Daily Rate per vehicle (A)	Quantity (B)	Number of days (C)	Total cost for parking (A*B*C)
02 to 15 Nov 2018	Group 1 1 x 12 passenger van 1 x sedan			14	
03 to 14 Nov 2018	Group 2 4 x sedans			12	
03 to 15 Nov 2018	Group 3 3 x SUVs			13	
04 to 14 Nov 2018	Group 4 2 x 9 passenger van 1 x sedan			11	

Total Estimated Taxes: _____

Total Cost Parking: _____

MEETING AND STORAGE ROOMS (if applicable)

Name of Facility: _____

Meeting and Storage Rooms (if applicable)					
Date	Requirement	Daily Rate (A)	Quantity (B)	Number of days (C)	Total cost for meeting room (A*B*C)
3 to 14 Nov 2018	Small Meeting Room		1	12	
5 OR 6 Nov 2018	Large Meeting Room		1	1	
4 to 14 Nov 2018	Storage Room		1	11	

Total Estimated Taxes: _____

Total Cost Meeting and Storage Room(s): _____

Total Cost: _____